**Partnerships Executive (Corporate Partnerships) - Job Description**

We are a multi-award winning, creative and innovative organisation with an exciting vacancy for a Partnerships Executive in our successful and dynamic Partnerships and Philanthropy Team.

We’re looking for a talented fundraiser with a creative approach to utilising War Child assets to generate income from the private sector. You will be responsible for securing new corporate partnerships as well as managing existing partnerships, to help deliver our long-term Partnerships strategy. In doing so you’ll enable War Child to support more of the world’s most vulnerable children.

**If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** | Fundraising & Communications | **Contract Type:** | Permanent |
| **Place of Work:** | Our office is in Kentish Town (NW5). This role is open to occasional homeworking | **Working Hours:** | Full-time is 37.5 hours. This role is open to flexible working including compressed hours, part-time hours, flexi-time |
| **Reports to:** | Partnerships Lead  | **Salary Range:** | Circa £31,000 per annum |

# About us

# War Child, the specialist charity for children affected by conflict. For more than two decades we’ve delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

**Our values**

**Bold**

We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

**Accountable**

**to children**

Children can rely on us to respond to their voices and to treat them with respect and dignity.

**Transparent**

We expect to be held to account by our supporters and participants and we respond with openness and honesty.

**Committed to**

**each other**

We support each other to achieve ambitious goals and be the best we can be. We are honest and open, sharing our successes & confronting our challenges.

**Our benefits**

* **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, an element of working from home, compressed hours.
* **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus UK bank holidays
* **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
* **Family leave** – we offer enhanced maternity, paternity & shared parental leave, and family friendly policies
* **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
* **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
* Range of flexible benefits such a Cycle to Work scheme and season ticket loans

**How to apply**

* Please download the application form here: <https://www.warchild.org.uk/who-we-are/jobs>
* Submit a completed application form and a recent copy of your CV to emily@quarterfive.co.uk by 11:59pm on 02/04/23
* Interviews will be held on the 13/04/2023
* If you have any questions about reasonable adjustments before or during your application, we welcome the opportunity to talk about what we can do to fairly adapt our process for you. Please share what you’re comfortable with to help us put the right support in place, by emailing recruitment@warchild.org.uk. Anything you tell us will be kept completely confidential by our HR team.
* We are unable to provide sponsorship for this post. In order to apply, you must be able to demonstrate your eligibility to work in the country where this role is based.

**Contact information**

To explore the post further or for any queries you may have, please contact: Emily Birch at QuarterFive emily@quarterfive.co.uk For general information about working for War Child please visit: <https://www.warchild.org.uk/who-we-are/careers>

**Child safeguarding and Adults at Risk**

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All candidates selected for interview will be asked relevant child safeguarding question(s) during the selection interview. Successful applicants will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: <https://www.warchild.org.uk/our-work/policies-and-reports/safeguarding>

**Diversity and Inclusion**

We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our Diversity and Inclusion policy on our website, and if you have any questions about our commitment to diversity and inclusion do get in touch: <https://www.warchild.org.uk/our-work/policies-and-reports/diversity-and-inclusion>

**Pre-employment checks**

Employment with War Child will be subject to the following checks prior to your start date:

* a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check

receipt of two professional satisfactory references **Your role**

The Partnerships Executive is required to support the smooth operation of the Partnerships department at War Child UK. You will use initiative and innovation to seek out and secure new partnerships as well as extending existing partnerships, in the UK and in global markets.

Your key objective is to secure income to help War Child deliver quality programmes to an increased number of children in conflict zones, while ensuring the organisation has the flexible funding needed to maintain stability and growth.

**Your responsibilities**

* Support the Partnerships Lead and New Business Manager to identify prospective partners, provide high quality research and support the creative development of cultivation plans
* Work across a range of Partnership Accounts to maximise the value War Child receives from current or future partnerships - philanthropic, commercial or strategic
* Support the team with stewardship of new, existing and lapsed donors, including preparing and sending communications, managing incoming email, post and telephone enquiries and updating SalesForce
* Manage a portfolio of Corporate Partnerships, providing exceptional quality stewardship and impact reporting.
* Work with the Partnerships Lead and New Business Manager to research prospects and maintain the pipeline with the goal of securing long-term and short-term income in line with the Fundraising Strategy.
* Work with colleagues across the organisation to leverage War Child assets and build strong and creative partnership proposals to target CSR teams and Marketing teams.
* Represent the Partnerships team in Project Groups to maximise the success of cross team projects through collaboration and sharing of skills and experience.
* Manage relationships with contractors to ensure War Child to delivers top quality events and fundraising activities.
* Use all tools available to ensure compliance including partnership agreements, client record management database as well as GDPR and fundraising regulations.
* Proactively support the Partnerships and Philanthropy team by contributing to team planning, strategy and decision making.
* Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK’s Child Safeguarding and Adults at Risk Policies
* Monitor daily and weekly income reports, process invoices and code income/expenditure in accordance with the finance policy
* Support the design, delivery and management of events within the Partnerships and Philanthropy team.
* Provide assistance to the Partnerships team in meeting preparation and attendance, minute taking, developing impact reports, newsletters, presentations and proposal content.

**These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.**

**You are**

* Able to demonstrate success in achieving financial targets through account management, business development or sales.
* An excellent verbal and written communicator, confident in dealing with people at all levels, externally and internally, and ability to influence and negotiate, and able to write proposals, formal business documents and updates
* An understanding of exceptional stewardship and able to deliver creative, engaging communication to external stakeholders to influence them in supporting War Child
* A confident relationship manager able to take a personal approach to business relationships.
* Creative and innovative thinker with the ability to develop new commercial ideas and translate into action and results.
* Able to undertake detail-orientated administrative tasks effectively and to a high standard
* Able to analyse data and produce clear, engaging and professional presentations, proposals, reports and research
* Proactive, solution focused with an excellent attention to detail
* Able to demonstrate success in contributing to projects or teamwork.
* Able to work independently and as part of a team, across multiple projects at any one time.
* Able to maintain accurate records with the help of a Client Record Management system.
* Able to demonstrate an understanding of FR regulations / compliance and contracts.
* Empathetic towards children affected by war with and understanding of War Child’s vision, mission and values.

**All candidates for roles based in London are required to have the right to work in the UK.**

**Your tea**